From D/OF 3/10/81

DD- 80

File OF

(looks like 2 different systems to me) E/F

PAYROLL SYSTEM REQUIREMENTS

Scope of the Project

Development of a new payroll system should aim at consolidating E/F as many of the present separated payroll systems as is feasible, and maximum use of common functions where consolidation of systems is not feasible.

It is intended to (1) automate all payroll functions to the maximum extent possible, (2) respond to all approved outstanding requirements for the present system, and (3) to provide capacity and capability to meet future requirements and enhancements.

PAYROLL SYSTEM REQUIREMENTS

The Payroll System should:

1. PROVIDE FOR THE ENTRY OF ALL REQUIRED PAYROLL DATA WITH MINIMAL MANUAL INTERVENTION BY COMPENSATION DIVISION.

The objective is to have payroll data (pay status, work and leave, deductions and allotments) enter the system through a procedure or set of procedures which do not normally require any additional handling by the Compensation Division. The entry process should be flexible enough to range from fully automated entry of data from other systems to manual entry of individual pay cases where necessary. The system should have the capability of changing entry procedures from fully automated or manual as future requirements dictate.

2.   AUTOMATICALLY COMPUTE ALL PAY, LEAVE, DEDUCTIONS AND
ALLOTMENTS IN ACCORDANCE WITH LAW AND POLICY.

The objective is to have a process or set of processes which will
automatically, accurately and quickly compute the pay, leave,
deductions and allotments for all personnel where payment is made
through the payroll system. The computation function should be
large enough to handle all presently identified requirements and
should have the capacity for future additional requirements. It
must be capable of handling retroactive changes in data or computation
within established parameters and accepting changes in parameters
within established capabilities. The system must be accurate, must
meet established time responses, be reliable enough to meet payroll
requirements and have an expected usable life of at least ten years.

3. AUTOMATICALLY RECORD ALL REQUIRED HISTORICAL DATA AND PROVIDE IMMEDIATE ACCESS TO THIS DATA THROUGH A FLEXIBLE QUERY AND REPORTING CAPABILITY.

The objective is to provide storage and retrieval through a broad query and reporting capability in order to serve payroll needs and other management information requirements of the Agency. The system should provide access by individual pay technicians on individual pay cases as well as produce necessary reports and documents for pay purposes. In addition, the system should be flexible and quick enough to provide management reports in a variety of formats on all or any portion of the data contained in the historical file. The system should have the capacity for all present requirements and must be expandable to meet future requirements.

4. BE DESIGNED TO FACILITATE CHANGES IN DATA ENTRY, COMPUTATION, STORAGE AND QUERY CAPABILITIES ON A CONTINUING BASIS WITHOUT INCREASING THE COMPLEXITY OF SYSTEM MAINTENANCE OR LOSING SYSTEM FLEXIBILITY.

This objective is intended to encourage the adoption of a system with maximum capacity for ease of maintenance, incorporation of additional requirements, incorporation of system enhancements, and in general potential for maximum effectiveness over the longest period of time.